

Chapter 12A - Daily Reports/Diaries

Day to day records of project activity and progress are extremely important. The Project Manager (PM) is responsible to assure these are kept, and that they are accurate and adequate records of the progress of the project.

Three forms are used to record that project information:

- General Daily Progress Report, form 734-3474, (may use Structure Painting Daily Progress Report, form 734-1789, for structural coating work)
- Project Manager's Diary, form 734-3120
- Erosion Control Monitoring, form 734-2361

Use the most current forms available on the Contract Administration Unit Website.

Daily Progress Reports/Project Manager's Diaries

The Inspector must use form 734-3474 (may use form 734-1789 for structural coating work) or form 734-3120 to record project activities and events. See example in Exhibit A, pages 1 and 2. The PM must ensure that all appropriate information for a project is recorded on a daily basis.

If the PM uses form 734-3474 (or 734-1789) (Daily) as well as form 734-3120 (Diary), the same information does not need to be recorded on both forms. The forms are meant to supplement each other, not to include duplicate information.

It is very important to record each days work and the resources used for activities that are impacting the project schedule. This needs to be done daily.

It is often beneficial to record events or situations with sketches, pictures, videotape recordings, or other methods.

On large projects, each inspector assigned to a major operation must keep a separate Daily Progress Report or diary. The PM and other key project personnel must record project information on the Daily Progress Report or diary, including:

- Weather, contractor personnel, and major equipment, including listing of equipment downtime and subcontractors.
- Location and description of the work and estimated quantities performed that day
- Arrivals and departure of major equipment
- Condition of traffic control and roadway. Also record significant changes or problems with traffic control and devices.

- Significant communications with the Contractor, especially those pertaining to work schedule, work methods, materials, or payment
- Orders and directives given the Contractor. The PM must also send a memo or letter to confirm significant verbal instructions or agreements.
- References to significant letters, minutes of meetings and attendees, reports, photographs, telephone conversations, etc.
- Disagreements with the Contractor over work quality or performance, including rejected work or materials. List reasons for disagreement, why work and/or materials were rejected, and be specific.
- Delays, difficulties, accidents, utility damages, and other unusual conditions. Describe factors or conditions that may hinder the Contractor's operations and cause delays. Also include the time of suspending or resuming work and explanations.
- Comparison between scheduled work activities (from contractor's schedule) and actual work activities. Explain differences.
- Significant visits or communications within ODOT or with FHWA, utilities, local officials, or property owners.
- Days or periods when no work is in progress or no work was accomplished and reasons why.

The diaries and daily or other reports are meant to supplement each other and do not need to contain identical information. The diaries and other reports are public record. Include only factual information in them. Abstain from personal remarks and opinions regarding operations and/or personnel on the project.

Submit the original Daily Progress Reports and diaries with the final project documentation. Arrange the reports in chronological order and assemble them into pads, Daily Progress Report pad covers, form 734-1825 may be used. On larger projects, group Daily Progress Reports by inspector.

The PM must also ensure that other needed reports, including those discussed below are completed as required.

Temporary Protection and Direction of Traffic (TP & DT) Daily Reports

Some projects require the Contractor to employ a Traffic Control Supervisor (TCS) to perform the duties specified in Section 00225.30 of the contract.

One of the duties of the TCS is to complete, and submit to the PM, a daily report on the project traffic control. The TCS must use the TP & DT Daily Report, form 734-2474. See example in Exhibit B.

The PM must review the TP & DT Daily Reports to ensure that traffic control is properly performed and maintained. All problems that are identified must be immediately resolved by the Contractor.

Submit the TP & DT Daily Reports with the final project documentation. Arrange the reports in chronological order and bind them into pads.

National Pollutant Discharge Elimination System (NPDES) Reports

The Department of Environmental Quality requires that construction activities, under the authority or jurisdiction of a public agency, comply with the NPDES Storm Water Discharge Permit. Although the NPDES permit is issued to the public agency, it is incorporated into the contract and the Contractor must comply with the terms of the permit.

ODOT has acquired an NPDES 1200-CA General Permit to accomplish construction activities on its projects. That permit covers most projects, but a special permit may be required for some projects.

The PM must have a copy of the 1200-CA permit, or the special permit if one was secured for a specific project, in order to provide information to the Contractor and to ensure that permit requirements are fulfilled. Section 00280 of the contract requires the Contractor to comply with the provisions of the permit.

The plans include an Erosion and Sediment Control Plan (ESCP) for the project. Because the Contractor's methods often require changes or modifications to the ESCP, the Contractor must modify the ESCP as needed. The PM must work closely with the Contractor to accomplish this, since ODOT is responsible for paying for erosion/sediment control devices according to the contract.

The permit requires the Contractor to implement and maintain erosion and sediment control measures for storm water discharge. The PM must also ensure that adequate and proper erosion/sediment control devices are in place, operating properly, and maintained during the life of the project.

The permit requires that site inspections be conducted and that reports of the inspections be prepared for active projects.

Section 00280 or 00290 requires the site inspections to be recorded on Erosion Control Monitoring, form 734-2361. Read those sections to determine whether the Contractor or the PM must complete form 734-2361. See the example in Exhibit C.

Ensure that the site is inspected and that these reports are completed until permanent erosion control is established. During active construction, retain the reports at the construction site.

The minimum monitoring requirements for all projects include:

- Inspect all erosion control facilities at least once every 7 calendar days.
- Inspect within 24 hours after more than 0.5 inches (15 mm) of rain within a 24 hour period.
- Inspect daily during stormy periods or periods of snow melt when runoff occurs daily.

Complete form 734-2361 for each inspection.

The PM must periodically, especially during or after significant weather events, inspect the erosion control devices to ensure that appropriate devices are in place, maintained, and functioning.

After construction is complete, submit the original forms 734-2361 with the final project documentation. Arrange the reports in chronological order and assemble them into pads.

Accident Investigation and Reporting

When an accident involving the travelling public or a pedestrian occurs within the limits of a construction project, the PM or Inspector must investigate the accident to:

1. Ensure that the traffic control was and is operating adequately and properly. If the traffic control needs to be modified, the PM or Inspector must ensure that it is done immediately by the Contractor.
2. Record information that will allow ODOT to adequately defend itself in the event of legal action or an insurance claim. If possible take pictures and/or video of the accident site. ODOT personnel may also be called to testify in private legal actions about conditions at the time of an accident.

If the Inspector was not at the project site when the accident occurred, the Inspector should discuss the situation with the Contractor to ensure that traffic control was proper. Record all information pertinent to the accident in the Daily Progress Report and/or the Project Manager's Diary.

For traffic accidents involving injury or death, or those where ODOT may have legal liability (serious accidents), the PM must investigate the accident. The PM, when performing the investigation, must record all pertinent information in the Daily Progress Report and/or the Project Manager's Diary regarding the accident, including:

1. Date, time, and location of accident

2. Description of vehicles, names of drivers, occupants, or pedestrians, if known
3. Condition of roadway and traffic at time of accident
4. Traffic control configuration at time of accident, including description of Contractor work activities
5. Location and description of traffic control devices in the vicinity of the accident or that may have contributed to the accident
6. Any changes that are made to traffic control because of the accident must also be described.
7. Complete Report of Accident Observed or Investigated by Employee, form 734-3589, as described on the following website http://intranet.odot.state.or.us/ssb/Fleet/man/chpt_13.htm, when required or requested to do so by others.

In addition, you may be required to provide:

1. A listing or diagram of temporary and permanent signs, with their legends, and their locations in the vicinity of the accident.
2. A listing or diagram of locations of other traffic control devices, including arrow boards, changeable message signs, lane transitions, etc.
3. A description of the condition of pavement markings in the vicinity of the accident.
4. Color photographs of the area around the accident site to depict the conditions at the time of the accident.
5. A copy of any accident report that the law enforcement officer may have completed.

If ODOT personnel are at the accident site, they may be need to:

1. Assist in providing first aid if properly trained and/or getting medical help if needed.
2. Assist in arranging for traffic control unless law enforcement officers have taken over traffic control

In summary, the PM must ensure, when an accident occurs within a construction project, that:

1. Traffic control is modified or improved, if needed, to improve traffic movement
2. Adequate information is recorded to allow ODOT to defend itself, or present information when requested, in legal action. Since this information is classed as public information, ODOT must normally produce it to interested parties upon request. The PM should contact the Assistant Attorney General assigned to ODOT if the PM has questions or feels ODOT may have liability regarding such a request.

If some of the contract work was damaged by the accident, refer to Chapter 31 - Protection of Work/Responsibility for Damages.